January 27, 1999
MEETING MINUTES

ATTENDEES:

Jim Roggero, Chairman	Lee West	Chris Wilkerson
Mike Benzen	Lanny Wingate	Gary Wofford
Jim Branson	Steve Adams	Rick Beckwith
Tim Dwyer	Matt Blotevogel	Tom Boyer
Cliff Gronauer	Howard Carter	Carolyn Cook
Max Joyce	Jeff Falter	Jan Grecian
Bill Perkins	Michael Hearst	Russell Helm
Betty Rottmann	Don Lloyd	Kimberly Love
Mike Salem	Rex Peterson	Tom Robbins
Dave Schulte	Dave Schroeder	Joe Stevenson
Jim Schutt	Mike Schweiss	Gloria Thompson
Larry Seneker	Doug Starr	Mike Wankum
Kevin Stock	Tom Stokes	Tony Wening
Wes Threat	Bruce Vieweg	Mary Willingham
Debbie Wells	Ron Welschmeyer	

OPENING REMARKS

Jim Roggero called the meeting to order at 8:30 a.m. on January 27, 1999, in the Interpretive Center at the Office of the Secretary of State. He expressed appreciation to Betty Rottmann for her leadership over the past year.

Jim informed the group of some changes to the format of the ITAB Meetings for this year. The meetings will begin promptly at 8:30 a.m. and end by 10:30 a.m., when possible. All presentations will be identified prior to the meeting and listed on the agenda. Handouts should be given to Carolyn Cook (751-3100) to be disseminated with the agenda so that members may review the information prior to the meeting and be prepared to discuss. The agenda structure will include items listed prior to the Action Items that need to be identified quickly. Action Items will include a listing of topics to be discussed in addition to the General Business. Any items denoted by a gavel require a decision/vote by ITAB. ITAB goals and structure will be discussed later in the meeting.

BUDGET UPDATE

1. Update on Budget

   Mike Benzen introduced Mark Reading from the Division of Budget and Planning. Mark distributed handout to the group that explains the recent change in calculation of the revenue and spending limit. The Constitution requires that the revenue and spending limit cannot exceed the growth in personal income. Personal income will no longer include capital gains from mutual funds, which will reduce personal income by $2 billion. This change in calculation results in a significantly lower revenue and spending limit for FY1999 than planned. The

reduction in revenue and spending authority will be $113 million for FY1999 and $118 million for FY2000, for a total reduction of $231 million over the two year period. Agencies were required to fund the one percent cost of living out of their own budgets. Several data processing projects were not approved due to this lack of available funds. Funding of the IT salary increases also had to be denied at this time. However, agencies were given some flexibility with their Personal Services and Expense and Equipment budgets to allow for possible increases or outside contracting. The change has also caused the need for a Hancock refund for FY1999.

PRESENTATION

1. Presentation on Aspire

   Jim Roggero introduced Gloria Thompson from the Office of State Courts Administrator. He stated that some ITAB members have viewed a demonstration on this software and believed it worthwhile for other agencies. If interest exists among other state agencies, a statewide contract may be pursued.

   Gloria stated the Aspire product is an open learning system. Informational packets were provided for the meeting attendees. The first component is the Active Builder, which allows for simple, text based authoring of web-based training. The second component is the Open Server, which is the delivery mechanism to deliver it to the Internet/Intranet server. It includes automatic delivery and tracking of interactive courses and on-demand reports. The third component is Just in Time Training, that is on the Internet and can be done at the user's convenience. The course evaluation tracking and reporting system provides immediate feedback to the user. A corporate pricing sheet is also included in the packet. For additional information, you may contact Tony Koester of Selltech at (314) 576-6894.

   Currently a contract does not exist with Aspire. Members discussed the possibility of pursuing a statewide contract. Mike Benzen suggested that a committee be formed of representatives from State Courts and Office of Administration/SAM II, Larry Seneker, Karen Boeger and any other agencies who might be interested. The committee will build an RFP to present to ITAB.

   ACTION REQUIRED: A committee will be formed to build an RFP for the Aspire product.

ACTION ITEMS

1. Approval of the December 23, 1998, Information Technology Advisory Board Meeting Minutes

   Jim asked for any additions, deletions or corrections to the minutes of the last meeting; there were none. The minutes of the December 23, 1998, ITAB Meeting stand approved as written.

2. Approval of Virtual Private Networking (VPN) Policy

   Mike Healey gave an overview of the VPN Policy by stating that agencies accessing sensitive data in any of the state's networks using the public network in between must be encrypted and authenticated. Jim Schutt moved this statement be accepted as a policy statement; Rex Peterson seconded the motion. The policy was approved unanimously. (See attached.)

3. Approval of Domain Name Service (DNS) Policy

Mike Healey stated that the DNS Policy defines a structure for setting up domain name service across state government. Jim Schutt made the motion to accept this as a policy statement; Chris Wilkerson seconded the motion. The policy was approved unanimously. (See attached.)

4. Recommendation on Aspire

This item was covered previously.

5. Review of Committees/Structure

Jim reviewed the handout on committees and user groups. He asked the members to review the document and bring any changes or updates bring to the next meeting. Chairs and liaisons will be verified. Members should be prepared to discuss and analyze these groups at the next meeting. Committees that are no longer needed will be disbanded. New committees will be added as needed. The "sponsored" groups were endorsed by ITAB. The "non-sponsored" groups were created outside of ITAB but were related to IT issues. Jim also stated members should be prepared to discuss goals and objectives for the ITAB for 1999 at next month's meeting. One goal is to produce a document listing state IT policies and standards.

Betty Rottmann stated that several initiatives adopted by ITAB directly related to OIT's strategic plan. She suggested Mike Benzen speak at the next meeting to outline his office's strategic plan and any accomplishments that have been achieved. Mike agreed to speak on this subject at next month's meeting.

ACTION REQUIRED: Members to review handout on committees and user groups and be prepared to discuss at the next meeting. Mike will speak on OIT's strategic plan.

6. Nomination of Vice Chair

Bill Perkins was nominated and unanimously approved as the Vice Chair of ITAB for 1999.

GENERAL BUSINESS

1. CIO Update

Mike Benzen informed the group of various issues relating to national reporting of Year 2000 progress. He asked that the agencies notify him of any requests from the federal government for progress reports. The information should be provided but he would like to be aware of the requests. The Governor's Y2K Council will be distributing six pamphlets throughout the state relating to various areas (manufacturing, government, education, retail, etc.) that will provide them with information on preparing for the Year 2000. A form is included in the pamphlet to order a workbook to assist them in their preparation. Countertop displays will be distributed to banks, post offices, and state agencies with offices around the state. Agencies will be responsible for the postage costs of sending these to your offices.

2. Project Management Update

Tom Stokes reported that the Project Management training is progressing well. Two sessions are currently being held. He plans to contact Boston University this week regarding a third session. Any agencies that may wish to enroll individuals in this third session should submit your request to Tom in writing as soon as possible, if you have not already done so.

He also reported that the Project Management Team met and discussed policies and procedures for the next budget year. A committee has been formed to develop policies and requirements and format of the report. These will be distributed as soon as they are available. He encouraged all agencies to look at the Project Management initiatives so that when funding does become available, they will be prepared for action.

3. SAM II Update

Jim Schutt stated that of the $40 million appropriation for SAM II, $26 million remains for completion of the project. The team is currently involved in systems testing, which is approximately 40 percent complete. The next step will be users system tests, which will involve the agencies. The team is now working to finish procedures and scheduling training. They are also working on a contingency plan, which includes the Y2K conversion. Agencies must make sure that their systems that work with SAM are Y2K compliant as the new budget will need to be loaded.

The contract with the universities allows them to purchase Advantage software and obtain maintenance. A problem with maintenance has surfaced in that a single point of contact is required, meaning all maintenance must flow through OA. OA is not currently staffed to handle maintenance for the colleges and universities. A help desk will be formed and staffed to handle the maintenance for all the agencies and elected officials. After the level of workflow is established for the help desk, the addition of the colleges and universities will be revisited. If maintenance is needed prior to the help desk, it may be obtained under this contract but will not be handled through OA. Jim reminded everyone of the importance of agency liaisons' attendance at the meetings.

4. Architectural Standards Update

Jim Roggero stated that the presentation on this committee has been postponed due to time constraints and will be given at the next meeting. Larry Seneker stated this group was in the process of moving from the business portion to the technical side. They plan to begin meeting with the various committees to develop the principles and criteria for these components of architecture. If anyone would like him to speak to their agency on this topic, they should contact him.

ACTION REQUIRED: Larry will be doing a presentation on architectural standards at the next meeting.

5. Year 2000 Update

Dave Schroeder referenced the document previously distributed indicating the departments' Y2K status. He stated that progress appears to have slowed down, but conversion of the larger systems may be the cause. Mike Benzen noted that the state's web-site has been positively recognized for the manner in which the Y2K status information is presented to the public.

6. Data Center Consolidation Update

There was no update given on this subject.

7. Prime Vendor Update

Larry Seneker stated that it is to be determined whether the recent changes implemented by GE Capital will improve their relationship with the state. Those present discussed the problems that have been associated with the prime vendor contract. It was the consensus of the group that the problems relate to GE Capital's inability to execute rather than the actual contract. If the decision is made not to renew the contract in June, there should be

enough time to establish a new contract with another company by the time GE Capital's contract expires in November. Larry also informed the group of a meeting to discuss the web-site on February 11th at 9:00 a.m. in Room 492 of the Truman Building.

8. Information Technology Education Advisory Committee Update

Bill Perkins stated this committee met last week and is in the process of forming four new subcommittees. One subcommittee will continue to review the finances. The second will look at the development of a steering group for the training facilty, which has been name the Missouri Technical Training and Education Center (MOTEC). The third will work the re-consolidation of resources and requirements. The fourth group will review the goals and objectives of the committee, which will be presented at the next ITAB Meeting. Tom Robbins is doing an excellent job of getting the facility online. The committee has now passed the conceptual phase and is beginning the execution phase. He asked the agencies to ensure that the appropriate individuals are attending the ITEAC meetings.

9. Internet/MOREnet Update

Tony Wening stated they were in the process of evaluating the bids to increase the state backbone. August 1999 has been targeted as the date for completion. They have also increased the speed of the link to the Truman Building at no cost. He offered to schedule a presentation on distance learning in the April/May timeframe if anyone was interested. This will be discussed and decided upon at a later date. Dave Schroeder informed everyone that he will be adding a link to MOREnet's web-site from the Year 2000 web-site.

10. Internet Support and Service Update

Debbie Wells distributed a document of cost comparison among agencies for Internet services. She stated that the first meeting was held with the agencies to discuss the billing rates. The discussion related to the development of a fair and reasonable billing rate. Don Lloyd, who is chairman of the committee, stated that the next meeting will be held the last Tuesday in February. He requested updated numbers on Internet users in each agency, as the current numbers were calculated two years ago. These numbers should include those that have Internet email. Debbie will send out an email message to request the numbers. She will recalculate the figures based on these number and discuss again at their next meeting. These will be presented at the March ITAB Meeting.

ACTION REQUIRED: Debbie will present the updated Internet cost comparisons at the March ITAB Meeting.

11. Statewide Purchasing Update

Larry Seneker updated the group on SAS. A statewide contract for PCs had been pursued but when a contract could not be finalized, the agencies were instructed to attempt individual contracts. Individual pricing became higher than the entire state had originally been. Karen Boeger will be scheduling a meeting of SAS users and SAS to discuss options. An option exists for federal pricing. In addition, SAS has determined that the state's original agreement with them was illegal and additional money is due them based on the structure of the agreement. An email message will be sent out once this meeting is scheduled. This does not affect the mainframe products. This issue should be resolved by the end of the contract period.

12. User ID Naming Standards Update

Rex Peterson stated the naming standards are being developed due to the Data Center Consolidation. A committee was set up to look at standards for logon ids and they

determined that no statewide standard was needed at the present time. A standard will be set up for TSO ids, which will include two characters to identify agency. Rex will draft a paragraph on this standard.

ACTION REQUIRED: Rex will draft standards for TSO ids.

13. Personnel Committee Update

Joyce Backes informed the group that Jim Simmons, chair of the Intern Grad Recruitment Committee, is retiring in March, so a new chair will be needed for that committee. At a recent Information Technology Coalition meeting, the Jefferson City Public School System will work with the Coalition to determine the types of classes they would like included in their curriculum. State Fair Community College will be opening an office in Jefferson City and are looking for instructors. If anyone is interested in teaching classes, contact Jan Grecian. She also stated that if anyone else is interested in the FastTrack training, they should let her know in writing.

14. IT Recruiting of State Employees Update

Jim Poole stated there was no update from this committee. The next meeting will be held on February 3rd at 8:00 a.m. at the Conservation Department.

15. New OMB Race/Ethnicity Standards Update

Betty Rottman stated that a copy of the standards were sent out with the agenda/minutes of the last meeting. Each agency will need to research their areas to determine impact. This item can be removed from the standard agenda.

16. Assistive Technology Update

Mike Benzen stated that Diane Golden has spoke a couple months ago regarding the difficulty of the relay operators assisting the deaf in being able to access the state government's voice routing system. Bill Perkins agreed to resolve the problems with Revenue's system and then the fix could be applied to other agencies. Originally, Relay Missouri was not returning phone calls being made to correct the problems. However, both sides are now working to resolve the problems.

REPORT OF PLANNED/ACTIVE BIDS
There were no reports of planned/active bids.
REVIEW OF ACTION ITEMS

1. A committee will be formed to build an RFP for the Aspire product.

2. Members to review handout on committees and user groups and be prepared to discuss at the next meeting.

3. Mike Benzen will speak on OIT's strategic plan at the next meeting.

4. Larry Seneker to present an update on architectural standards at the next meeting.

5. Debbie Wells will present the updated Internet cost comparisons at the March ITAB Meeting.

6. Rex Peterson will draft standards for TSO ids.

OPEN DISCUSSION

1. ITAB Goals for 1999

This will be discussed at the next meeting.

<u>NEXT MEETING</u>

1. The next ITAB Meeting is scheduled for Wednesday, March 31, 1999, at 8:30 a.m. in the Interpretive Center of the Office of the Secretary of State.